

Account Number	Account Description	Actual Year Before Last: FY18	Actual Last Year FY19	Budgeted This Year FY20	Estimated This Year FY20	Requested Next Year FY21	Requested Budget Change From Estimate	Budget
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65 FUND BALANCE - Cruise Ship Reserve Fund

Starting Fund Balance		276,356	385,550	537,473	540,350	398,570	-26.2%	-25.8%
Revenues & Other Sources		919,293	1,023,708	1,133,840	930,055	126,559	-86.4%	-88.8%
Expenditures & Other Uses		810,099	868,908	1,146,863	1,071,835	332,147	-69.0%	-71.0%
Ending Fund Balance		385,550	540,350	524,450	398,570	192,983		
Reserved for Encumbrances (Env. Monitoring):		7,264	2,590	0	4,988	0		
Reserved for Encumbrances (PSBldg-Heat Pump):		0	0	0	5,565	0		
Reserved for Encumbrances (UMO Econ Study):		6,000	0	0	0	0		
Reserved for Encumbrances (Cottage St. Landscape):		3,216						
Designated Fund Balance For Future Operations Expense		92,837	183,245	257,308	224,903	154,397	-31.3%	-40.0%
Designated Fund Balance For Future Capital Expense		276,233	354,514	268,142	163,114	23,633	-85.5%	-91.2%
Increase or (Decrease)								
Unassigned Fund Balance		3,216	0	0	0	14,953		
(Use of) / Add to Fund Balance		109,194	154,800	(15,900)	(125,880)	(205,587)	63.3%	1193.0%

Notes:

- A. Money may not be expended from reserve funds (Fund Balance) without Town Meeting approval. Reserve funds may be encumbered or designated by Town Council action.
- B. New cruise ship port fees were implemented July 1, 2009. All cruise ships disembarking are required to pay a Passenger Service Fee and a Port Development Fee. As required by law, these fees can be used only for facilities and services directly benefitting cruise ship passengers, although the general public may also derive some benefit from them.
- C. COVID19 Impact - Approximately 22 larger ships budgeted for Spring 2021

65 REVENUES - Cruise Ship Fund

(* = See Page CS-5)

Operating Revenues								
65-4363	Passenger Service Fees *	495,343	555,910	625,391	515,963	70,928	-86.3%	-88.7%
Capital Revenues								
65-4364	Port Development Fees *	423,950	467,798	508,448	414,092	55,630	-86.6%	-89.1%
65-4366	Grant Income							
65-4367	Ferry Terminal Reimbursements							
Total Non-Tax Revenue		919,293	1,023,708	1,133,840	930,055	126,559	-86.4%	-88.8%
Total Revenues & Other Sources		919,293	1,023,708	1,133,840	930,055	126,559	-86.4%	-88.8%

Town Meeting increased Pass Fees from \$2.37 to \$2.46 as of 7/1/19 (CPI-U-FY19 year's COLA of 2.0%)

New est Fees as of 7/1/20 (\$4.46 x 2.2% which was FY20 COLA used) = \$4.55 total. New Pass Fee -\$2.55

Account Number	Account Description	Actual Year Before Last: FY18	Actual Last Year FY19	Budgeted This Year FY20	Estimated This Year FY20	Requested Next Year FY21	Requested Budget Change From Estimate	Budget
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10 EXPENDITURES - Cruise Ship Fund

DIRECT EXPENSES		(* = See Page CS-6)						
Contract Services								
5334	Environmental Monitoring *	736	8,673	5,000	2,602	2,000	-23.1%	-60.0%
5337	Cottage St. Landscape Design	2,965	0	0	0	0		
5340	Legal Fees	0	0	0	300	0		
5356	Ferry Terminal Study	18,600	0	0	0	0		
5358	Visitor Wayfinding Services *	58,542	59,635	60,866	45,866	7,000	-84.7%	-88.5%
5359	Industry Relations *	0	0	7,000	0	1,000		-85.7%
Other								
5448	Supplies - Cones, Trsh Lids, Misc.	15,210	11,727	4,000	2,588	1,000	-61.4%	-75.0%
5459	Supplies - Patrol Boat	407	0	1,000	0	1,000		0.0%
5512	Util-Inet/WIFI Park access	0	259	1,000	845	1,000		0.0%
5517	Fuel - Patrol Boat	0	0	4,000	0	1,000		-75.0%
5659	Repairs/Service - Patrol Boat	3,308	3,268	3,800	1,566	3,000	91.6%	-21.1%
5808	Cruise Maine Dues *	10,868	8,000	13,000	8,000	9,000	12.5%	-30.8%
5810	CLIA/Other Dues	690	349	600	1,091	1,100	0.8%	83.3%
5822	Insurance: Marina Landing + 1/2 FT	6,737	6,563	9,737	5,382	6,000	11.5%	-38.4%
5824	Insurance: Patrol Boat	2,612	2,700	2,612	2,900	2,900	0.0%	11.0%
5844	Workshop Reg/Conferences-Admin	0	0	1,523	0	1,000		-34.3%
5845	Training - Security Boat	0	0	5,250	0	1,500		-71.4%
5846	Travel - Rooms & Meals-(1/2 PBoat)	2,155	0	5,600	0	2,800		-50.0%
5906	Contingency	0	0	25,000	3,820	3,000	-21.5%	-88.0%
5924	Island Explorer Contribution-	19,864	19,864	20,261	20,261	0		
5924	Lifeflight Foundation Contribution	0	0	1,300	1,300	1,328	2.2%	2.2%
Total Direct Expenses		142,694	121,038	171,549	96,521	45,628	-52.7%	-73.4%
ALLOCATED EXPENSES: OPERATIONS		(* = See Chart CS-7 to 9)						
4816	Administrative Services *	23,177	23,278	25,659	25,659	15,668	-38.9%	-38.9%
4845	Port Security Services *	127,321	141,404	146,882	146,882	31,660	-78.4%	-78.4%
4853	Harbor Management Services *	64,402	60,035	63,772	63,772	15,800	-75.2%	-75.2%
4870	Comfort Station Services *	45,885	42,299	47,901	47,901	9,600	-80.0%	-80.0%
4877	Public Works Services *	93,478	91,337	85,608	85,608	18,680	-78.2%	-78.2%
Total Operating Expense Allocations		354,263	358,353	369,822	369,822	91,408	-75.3%	-75.3%
Total Passenger Services Expenses		496,957	479,391	541,371	466,343	137,036	-70.6%	-74.7%
							-329,307	-404,335

How The Department Operation Expense Allocation Works:

Estimates are made each year as to the required resources from each of the above departments (labor, equipment, outsourced contracts, etc.) For labor, we add an estimated payroll benefit percentage. Number of cruise ship days, two cruise days, etc., are calculated based upon known reservations and various estimates are made to document the impact on each department. This is done once per year at budget time, approved by the Cruise Ship Committee and eventually by Town Meeting to transfer these \$ to the General Fund to cover said costs.

~~ Cruise Ship Fund Continued on Next Page ~~

Account Number	Account Description	Actual Year Before Last: FY18	Actual Last Year FY19	Budgeted This Year FY20	Estimated This Year FY20	Requested Next Year FY21	Requested Budget Change From Estimate Budget	
ALLOCATED EXPENSES: CAPITAL				(* = See Page CS-9)				

These accounts utilize cruise ship Port Development Fees to compensate the Capital Improvement Program (CIP) Fund for the following capital improvements provided for the enjoyment & safety of cruise ship passengers. More detail on projects is in the CIP narratives of the CIP budget

Transfer to the CIP Fund								
6120	WiFi in the Parks Improvements	0	0	6,000	6,000	0		
6130	Municipal Bldg Renovations	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
6162	Comprehensive Plan	0	40,000	5,000	5,000	0		
6164	Lower Main St. Streetscape	25,000	10,000	110,000	110,000	0		
6166	Cottage St. Streetscape	10,000	10,000	110,000	110,000	0		
6200	Ambulance Replacement	0	15,000	15,000	15,000	15,000	0.0%	0.0%
6220	Fire Engine Replacement	0	5,000	5,000	5,000	5,000	0.0%	0.0%
6232	Radio Command Console (in Disp)	0	0	0	0	20,000		
6234	Police Cruiser Replacement	10,000	10,000	10,000	10,000	10,000	0.0%	0.0%
6235	Port Security/Harbormaster Boat Resrv	25,870	12,870	12,870	12,870	5,000	-61.1%	-61.1%
6246	Public Safety Bldg PD Renovations	0	0	50,000	50,000	0		
6258	Ferry Terminal Improvements	14,000	60,000	30,000	30,000	10,000	-66.7%	-66.7%
6264	Breakwater Repairs	0	10,000	0	0	0		
6266	Town Pier & Fencing Reserve	12,894	12,894	12,894	12,894	12,894	0.0%	0.0%
6269	Harbor Committee Ferry Term. Consult	0	0	10,000	10,000	10,000	0.0%	0.0%
6300	Benches, Lights, etc. -Parks	15,000	15,000	15,000	15,000	5,000	-66.7%	-66.7%
6302	Grant Park Reserve	5,000	5,000	5,000	5,000	1,000	-80.0%	-80.0%
6318	Village Green Bandstand Resv.	1,467	1,467	1,467	1,467	1,467	0.0%	0.0%
6334	Harborview Park Renovations	5,000	5,000	5,000	5,000	10,000	100.0%	100.0%
6336	Downtown Signage Reserve	10,000	10,000	10,000	10,000	1,000	-90.0%	-90.0%
6350	Restroom Renovations Reserve	7,500	32,500	15,000	15,000	5,000	-66.7%	-66.7%
6426	Sidewalk Reconstruction	90,000	72,000	90,000	90,000	0		
5448	Museum in the Strts Reserve/Phase II	20,000	1,900	1,900	1,900	1,900	0.0%	0.0%
6508	Downtown Signs Debt Service	22,400	21,875	21,350	21,350	21,350	0.0%	0.0%
6510	Barker Park Debt Service-'10	6,300	6,300	6,300	6,300	5,500	-12.7%	-12.7%
6510	Harborview Park Debt Service-'10	1,911	1,911	1,911	1,911	1,000	-47.7%	-47.7%
6510	Restroom Const. Debt Service-'10	25,800	25,800	25,800	25,800	24,000	-7.0%	-7.0%
6518	Ferry Terminal Debt Service	0	0	25,000	25,000	25,000	0.0%	0.0%
Total Capital Expense Allocations		313,142	389,517	605,492	605,492	195,111	-67.8%	-67.8%
Total Expenditures & Other Uses		810,099	868,908	1,146,863	1,071,835	332,147	-69.0%	-71.0%
Cruise Ship Fund								

Cruise Ship Fund Details

New cruise ship port fees were implemented July 1, 2009. By law, these fees can be used only for facilities and services directly benefitting cruise ship passengers, although the general public can also use these facilities and some of the services. The Cruise Ship Fund was established as a component of the General Fund to better track these revenues and expenses, while assuring that fees unspent in one year are carried forward to the next year as fund balance within the Cruise Ship Fund. Expenditures from Fund Balance are approved via the annual Town Meeting budget process. All cruise ship fees and related revenues are recorded directly in the Cruise Ship Fund. However, cruise ship expenses are incurred for both capital and operating purposes and are incurred by numerous departments, making expense budgeting more complicated and difficult. In order to maintain budgetary control and accountability, cruise ship expenses are primarily recorded in the appropriate department and/or fund, and inter-fund transfers are made in amounts equal to the expense. However, direct cruise ship expenses are charged directly to the Cruise Ship fund (e.g. Dues, Wayfinding services, Island Explorer, travel, marina insurance & patrol boat expenses, etc.). Cruise Ship Fund is a component of the General Fund.

Cruise Ship Visit History & Projections

Projections

FY20 -	This Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals	Anchored	Small Ships	Totals	
	July-Nov-'19	107	20	127	204,544	2,502	207,046	< Actual			
	Apr-Jun-'20	39	9	48	0	0	0	Cancelled			
	Total	146	29	175	204,544	2,502	207,046	< This Fiscal Year			

FY21 -	Next Fiscal Year				Ships			Passengers *			source
	Month	Anchored	Small Ships <200	Totals	Anchored	Small Ships	Totals	Anchored	Small Ships	Totals	
	July-Nov-'20	126	23	149	229,433	3,006	232,439	< Reservations			
	Apr-June-'21	22	6	28	32,476	900	33,376	< Reservations			
	Cancel	(12)	(13)	(25)	0	0	(238,000)				
	Total	136	16	152	261,909	3,906	27,815	< Next Fiscal Year			

cancelled-%s 8% 45% 67.5% < Change

* Passengers are recorded at the vessel's "lower berth" capacity, not the actual number boarding.

** Adjustment for No Shows (cancelled reservations) is made at historical averages. **Small Ships = <200 pass**

Historical Trends 10 Years

Fiscal Year	Ships			Fiscal Year	Passengers *			
	Large	Small	Totals		Anchored	Small S	Totals	
FY10	74	22	96	FY10	142,174	1,692	143,866	
FY11	87	22	109	FY11	176,511	1,894	178,405	24.0%
FY12	79	21	100	FY12	142,060	1,845	143,905	-19.3%
FY13	110	21	131	FY13	138,926	1,800	140,726	-2.2%
FY14	107	18	125	FY14	165,806	1,541	167,347	18.9%
FY15	102	18	120	FY15	152,750	1,533	154,283	-7.8%
FY16	89	21	110	FY16	140,578	1,935	142,513	-7.6%
FY17	107	13	120	FY17	174,322	1,241	175,563	23.2%
FY18	134	14	148	FY18	210,909	1,400	212,309	20.9%
FY19	138	19	157	FY19	233,899	0	233,899	10.2%
FY20	107	20	127	FY20	207,046	0	207,046	-11.5%

Cancelled Reservations			
	Reservations	Cancelled	Rate
	Large Ships	> 200 pass	
CY16	96	7	7%
CY17	126	10	8%
CY18	152	13	9%
CY19	160	14	9%
	Historical Four Year Average		8%

Cruise Ship (>200) Days -reservations	
Days with at least one ship anchored	
FY15	80
FY16	62
FY17	79
FY18	90
FY19	107
FY20	101

Cruise Ship Fund Details

Cancelled Reservations			
	Reservations	Cancelled	Rate
	<i>Small Ships</i>		
CY15	32	18	56%
CY16	40	14	35%
CY17	35	17	49%
CY19	31	8	26%
	Historical Four Year Average		41%

Cruise Ship Revenues

4363 Passenger Service Fee

These fees are used to pay for such services as bus parking control by police officers, wayfinding services by the Chamber of Commerce, extra restroom cleaning on cruise ship days, cruise industry networking and business development, etc. COLA increases implemented @ 7/1/19 (2.0%); Use 2.2% @ 7/1/20, based on GF FY20 budget COLA. All cruise ships which anchor in Federal Designated Anchorages will pay a per passenger fee of:

eff. 7/1/20
\$2.55

	Number	Per Passenger	Rate	Total	Estimated This Year	Requested Next Year
This Fiscal Year						
FY20 - Ships Anchored Out	207,046		\$2.46		\$509,333	
Next Fiscal Year						
FY21 - Ships Anchored Out	27,815		\$2.55			\$70,928
Extra Day Visit -AIDavita					6,630	
Total Cruise Ship Passenger Service Fee Revenue					\$515,963	\$70,928

Passenger Service Expense

Total Direct Expenses					96,521	45,628
Total Operating Expense Allocations		(Amount Transferred to General Fund)			369,822	91,408
Total Cruise Ship Passenger Service Expense					\$466,343	\$137,036
Fund Surplus or (Loss) from Service Operations					\$49,620	(\$66,107)

4364 Port Development Fee

These fees are used to pay for capital improvements and/or debt service for projects such as the renovation of Harborview Park, the Village Green Bandstand, the Newport Comfort Station, Grant Park, Agamont Park, creating accessibility improvements to our sidewalks as well as other infrastructure improvements.

All ships, large and small, will pay a per passenger fee of: **\$2.00**

	Passengers	Per Passenger	Rate	Total	Estimated This Year	Requested Next Year
This Fiscal Year						
FY20 - All Ships	207,046		\$2.00		\$414,092	
Next Fiscal Year						
FY21 - All Ships	27,815		\$2.00			\$55,630
Total Cruise Ship Port Development Fee Revenue					\$414,092	\$55,630

Port Development Expense

Cruise Ship Capital Expense Allocations (Transferred to CIP Fund)					\$605,492	\$195,111
Capital Fund Surplus or (Loss)					(\$191,400)	(\$139,481)

Calculation of Anchored Ship (>200) Days: net of est cancellations

FY21	148	visits;	less 2nd/3rd ships:	(47)
FY21	101	Tot Anch. Ship Days;	less May-June	(21)

101	Anchored "Ship" Days
80	Fall Anchored Ship Days

Cruise Ship Fund Details

Direct Expenditures

The following expenses are billed directly to Cruise Ship Fund accounts and paid from Passenger Service Fees.

	<i>Budget</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5334 Environmental Monitoring		
FRENCHMAN BAY WATER QUALITY TESTING		
In order to track any pollution in the bay, reduce the likelihood of contamination and to assure the public that clean water remains a focus, water testing of the bay area will be done every other year to check for the level of quality to add to the data gathered over the years. From previous testing, most of the measured pollution has been traced to stream runoff after storm events.		
Perform Testing every two years	5,000	11,000
Total Marine Environmental Monitoring	5,000	\$11,000

5358 Visitor Wayfinding Services

The 2007 Cruise Ship Study highlighted the difficulty that cruise ship passengers have finding their way around our community and recommended that the Town improve signage, increase the visibility of our downtown Visitor Center and provide roving Information Specialists to answer visitor questions and encourage a return visit. Since 2009, the Town has partnered with the Bar Harbor Chamber of Commerce, which now rents downtown office space, hires and trains staff and oversees the entire operation. In return, the Town shares the cost of these services.

FY14 - The Cruise Ship Committee requested additional funding to offset the cost of providing visitor information staff aboard the cruise ship during their visits. The Chamber provided staff to over a dozen requests by the cruise ship industry that year and predicted that such requests would increase significantly in the future.

FY15 - The Chamber agreed to accept ownership of the visitor information kiosk.

	<i>Prior Year</i>	<i>Town Share</i>	<i>FY20 COLA</i>
	<i>50%</i>	<i>w/COLA</i>	<i>2.2%</i>
FY19 Wayfinding Budget			
Downtown Visitor Center - Rent & Maintenance	23,629	24,149	
- Elec./Phone/Internet/Supplies/Cleaning			
Visitor Information Staff:			
Downtown Visitor Center Staff (most cruise ship days)	11,236	11,483	
Extra Staff on 3 Ship Days or Over 4,000 passengers	2,247	2,296	
Waterfront Information Booth	11,236	11,483	
Downtown Bus Drop-off Staff (most cruise ship days)	8,427	8,612	
Extra Staff on 3 Ship Days or Over 4,000 passengers	1,685	1,722	<i>Requested</i>
On-board Ships	1,405	1,436	<i>Next Year</i>
Total Wayfinding Expenses	59,866	61,182	61,182
Waterfront Information Booth - Moving & Maintenance	1,000	1,022	1,022
Total Visitor Wayfinding Services (Town Share)			\$62,204
80% cut due to reduced cruise ship visits			\$ 12,440

	<i>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5360 Industry Relations		
PROMOTIONAL MATERIALS	0	1,000
HOSTING CRUISE SHIP AGENTS AND INDUSTRY REPRESENTATIVES	0	1,000
SPONSORSHIP OF CRUISE EVENTS AND CONFERENCES	0	1,500
Total Industry Relations	\$7,000	\$1,000

	<i>Requested</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5448 Miscellaneous Supplies/Exps		
Includes all cones, barriers, recycle bins, signs, unexpected purchases directly chargeable to CrShips	4,000	1,000

5808 Cruise Maine Dues

CRUISEMAINE - Maine Office of Tourism (dues payable to Treasurer State of Maine)	\$ 9,000.00	\$ 9,000
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Cruise Ship Fund Details

Allocated Expenses: Operating

The following expenses are charged to General Fund accounts, but are shown as allocated to the Cruise Ship Fund in recognition of those expenses incurred for cruise ship related services. An equal amount of revenues from Passenger Service Fees are then transferred to the General Fund in payment for services rendered.

4816 Administrative Services

The purpose of this account is to compensate the General Fund for the expense of budgets, bookkeeping, billing, accounting and otherwise administering the cruise ship visits, activities and fees. This is the same method used for the Water Fund and Sewer Fund. See Chart in the General Fund budget for further explanation and background.

Cruise Ship Fund's Share of Normal Finance Department Expenses (See Admin Chart) (based on FY20 bud)					Requested Next Year
					20,418
Free Wi-Fi in the Parks Lic & cap costs					1,000
Paper & Supplies					300
Cruise Ship Fund's Share of Management Expenses					
			Days Per Year	Salary Per Day	Total
Technical Systems Admin. (WiFi in Parks) -allocation	FY20-Bud		2	\$318.21	636
Finance Director -Budgets	FY20-Bud		6	\$383.83	2,303
Planner: Prep, Attend, Minutes	FY20-Bud		3	\$322.08	966
Town Manager (Budget, Meetings, Etc.)	FY20-Bud		7	\$437.65	3,064
Total Wages and Salaries					6,969
		Benefits	Rate	38.0%	2,648
Cruise Ship Fund's Share of Management Expenses					9,617
Total - Administrative Services					\$31,335
(Cut by 50% for less Finance Bkcp/cash/Billing, etc.)					0.50
					\$15,668

4845 Port Security Services

Police Department Details	Hours/ Ship Day	Times per Year	Hours/ Meeting	Hours/Days Year	Hourly Rate	Annual Total
1045 5334 Portion of Police Chief's salary/benefits dedicated to cruise operations						
Police Chief Attending meetings		3	3	9	\$73.00	657
Chief- Cruise Operations Supervision @ 1 hour/visit	1	(CS days)	0.5	101	\$73.00	3,687
1045 5105 Portion of Police Officer's wages dedicated to cruise operations						
Lt. DK Supervision/Scheduling @ 1 hour/visit	1	(CS days)	0.5	101	\$31.90	1,611
Special Services Sergeant		1/3rd of wages		700	\$30.08	21,056
Security Details: 1 officer (mostly by Lt. P) @ 9 hours/vis	9	41	CrShip days	369	\$41.80	15,424
2 officers - crossing guards	18	90	2 ship days	1,620	\$17.90	28,998
3 officers - crossing guards	27	20	2 ship days	540	\$17.90	9,666
Security Boat Patrol: 2 officers *2 hrs.* ships/2 OT	4	47	2 ship days	188	\$38.00	7,144
Backfill 2 Sec.Boat officers for 1 week of Training	1		OT Shft-\$344	7	\$350.00	2,450
P.T. Patrol Officers Field Training (3) -(prior to patrol assignment)		3	320	960	\$18.30	17,568
Total Salaries & Wages						108,261
Benefits			38.0%			39,489
1045 5410	PD Uniforms for 3 Part Time Officers					2,000
1045 5704	PD Equipment for 3 Part Time Officers					7,000
Fire Department						
Emergency Management / EMS:						
1042 5110	Paramedic and EMT-Pier Waiting Time 11 hrs x 2 x \$25					550
	Related ambulance equipment time 11 hrs @ \$50					550
	Supplies, Training & Travel					430
Total - Port Security Services						\$158,279
Cut by 80% - Estimate						\$ 31,660

Cruise Ship Fund Details

Allocated Expenses (Cont'd)

							<i>Requested</i>
4853 Harbor Management Services							<i>Next Year</i>
115 Cruise Ship Days Next Year - (98 in the FY19 Budget)							
<i>Details</i>	<i>Hours/ Ship Day</i>	<i>Hours Per Week</i>	<i>Hours/ Meeting</i>	<i>Hours/ Year</i>	<i>Hourly Rate</i>	<i>Annual Total</i>	
Wages							
1053 5105 Portion of Harbor Master's time dedicated to cruise ships							
Cruise ship scheduling and related administration		10		520	\$27.74	14,425	
Prepare for and attend Cruise Ship Cmt meetings			4	12	\$27.74	333	
Attending port security meetings			3	9	\$27.74	250	
Operations Supervision (Cruise Ship Days)	6	101		606	\$27.74	16,810	
Public relations related to cruise ship visitation			1	52	\$27.74	1,442	
Dissemination of printed materials: time and printing			1	50	\$27.74	1,387	
Miscellaneous: Comfort station issues, etc.	1			101	\$27.74	2,802	
Total Harbor Master's time dedicated to cruise ships				1350		\$37,449	
Total hrs= 2080+ 83 OT	2,163		% of Total Hours per Year	62.4%			
Benefits Town's Overall Benefits Rate		38.0%				14,231	
Port Security Building Operating Expenses (dedicated Hmaster/Customs use)							
FY19Bud	1053 5602 & 5618	Building & Eqpt repairs		1,900			
	1053 5504	Electricity		12,000			
	1053 5528	Telephone & Cellular		950			
	1053 5530	Water & Sewer		3,400			
Total Port Security Building Operating Expenses				18,250			
Share Allocated to Cruise Ships (Same as HM time)				62.4%			
Cost Allocated to Cruise Ships				11,390		11,390	
Total - Harbor Management Services						\$63,070	
Cut by 75%						\$15,800	
							<i>Requested</i>
4870 Comfort Station Services							<i>Next Year</i>
Newport Drive and Pier Comfort Stations						Total contract	
1070-5310	Cleaning:	Base and Extra represent 63% of the total cleaning contract. Two cleanings per day are added when large cruise ships call.			102 cr ships in FY20	\$ 62,804	
0.63						\$ 39,567	
1070-5408	Cleaning Supplies	20% of annual exp					2,794
	Utilities (1 Sum. Qtr):	Electric-2 accts	6 bills			718	
	(FY19 act)	Sewer	2 bills			2,887	
		Water	2 bills			2,151	
Total - Comfort Station Services						\$45,885	\$48,117
Cut by 80%						\$ 9,600	
							<i>Requested</i>
4877 Public Works Services							<i>Next Year</i>
<i>Details</i>	<i>Workers</i>	<i>Hours/ Ship Day</i>	<i>Average O.T. Rate Next Yr.</i>	<i>Cost/ Ship Day</i>	<i>Ship Days July-Oct Only Next Year</i>	<i>Annual Total</i>	
Superintendent - scheduling		20	\$35.14			703	
Street Sweeping							
Equipment Operator	1	3	\$32.00	\$96.00	80	7,680	
Sweeper		3	\$142.00	\$426.00	80	34,080	
Sidewalk Washing							
Labor	2	2	\$32.00	\$128.00	80	10,240	
Water Truck		2	\$98.00	\$196.00	80	15,680	
Trash Pick Up -Contract out-total est \$35,000		\$ 35,000		50%	35,000	17,500	
1077-5454	Trash liners (10% of annual cost)					436	
Subtotal - wages and added benefits @		38%			18,623	7,077	
Total - Public Works Services						\$93,395	
Cut by 80%						\$ 18,680	